##### **You may send these emails to all eligible employees or target it to those who haven’t completed Annual Enrollment. Call the Board of Pensions at 800-PRESPLAN (800-773-7752) (TTY: 711), and a service representative can provide an employee’s Annual Enrollment status to you. The Board of Pensions will also send reminder emails to employees who have not completed their Annual Enrollment by Nov. 8.**

###### **Annual Enrollment email template: Reminder email 1**

##### **Subject line:**  **Have you enrolled in 2025 benefits?**

Time is running out to enroll in benefits for 2025! Annual Enrollment ends **Friday, Nov. 8**.

This is your opportunity to review and make changes to your benefits for 2025. Log in to [Benefits Connect](http://www.pensions.org/benefitsconnect) and click **Modify** to:

* review the benefits available to you and their costs
* add eligible family members or remove them from coverage
* enroll for benefits and/or make changes to your current coverage
* review and update your beneficiaries

##### For more information, visit [pensions.org/enroll](http://www.pensions.org/enroll).

##### If you have questions about the features of any benefit, how to use Benefits Connect, or the Annual Enrollment process, **call the Board of Pensions at 800-PRESPLAN (800-773-7752) (TTY: 711)**, Monday through Friday, 8:30 a.m. to 7 p.m. ET.

##### **[Name]**

**Annual Enrollment email template: Reminder email 2**

##### **Subject line:**  **Enroll in your 2025 benefits by Friday, Nov. 8**

Don’t forget to enroll in your benefits for 2025! Annual Enrollment ends **Friday, Nov. 8**.

If you haven’t completed Annual Enrollment already and want to review and make changes to your benefits for 2025, log in to [Benefits Connect](http://www.pensions.org/benefitsconnect) and click **Modify.**

After the Annual Enrollment period ends, **you won’t have another chance to elect benefits or make changes for 2025** unless you have a qualifying [life event](https://pensions.org/what-we-offer/benefits-guidance/life-events/Reporting-life-events).

For more information on how to complete your Annual Enrollment, visit [pensions.org/enroll](http://www.pensions.org/enroll).

##### If you have questions about the features of any benefit, how to use Benefits Connect, or the Annual Enrollment process, **call the Board of Pensions at 800-PRESPLAN (800-773-7752) (TTY: 711)**, Monday through Friday, 8:30 a.m. to 7 p.m. ET.

##### **[Name]**